

Form Letter – Plans Approved

Date

Name
Address
City, State, Zip

Re: Food Service Establishment Plan Approval
Name and Address of Establishment

Dear _____

The plans for _____ have been reviewed and approved in accordance with Michigan Food Law, Public Act 92 of 2000. This approval is given with the following stipulations:

List items

1. Provide a copy of the mechanical permit issued.

- To determine the non-smoking area requirements for your facility, please see the enclosed "Criteria for Non-Smoking Areas in Food Service Establishments".
- Representatives from this office may make periodic consultative visits during construction or you may call our office at any time with questions.
- Please remember to obtain all other necessary permits and inspections from other municipal agencies.
- You must keep a copy of the approved plans and a copy of this letter at the construction site at all times.
- Changes to the approved plans must be made in writing.

Prior to opening:

- **30 days prior-** Submit a food service license application and associated fees.
- **?? days prior-** Submit a ventilation system air balance report.
- **As soon as possible prior -** Submit a mechanical (ventilation) final approval letter from the inspecting mechanical authority.
- **?? days prior-** Call to schedule a pre-opening inspection. See the enclosed pre-opening inspection checklist which will help you prepare for this inspection. A smoke test will be done during the pre-opening inspection to check the performance of any ventilation exhaust hoods.

Sincerely,

Name, Title

C: ???